

# APPLICATION FROM FOR EMPLOYMENT

## TERMS AND CONDITIONS

1. The purpose of this form is to assist a municipality in selecting suitable candidates for an advertised pos.
2. This form must be completed in full, accurately and legibly. All substantial information relevant to a candidate must be provided in this form. Any additional information may be provided on the CV.
3. Candidates shortlisted for interviews may be requested to furnish additional information that will assist municipalities to expedite recruitment and selection processes.
4. All information received will be treated with strictly confidentiality and will not be used for any or any other purpose that to assess the suitability of the applicant.
5. This form is designed to assist municipalities with the recruitment, selection and appointment of Senior Managers in terms of the *Local Government : Municipal Systems Act, 2000* (Act No 32 of 2000)

## A DETAILS OF THE ADVERTISED POST(As reflected in the advert)

<b>Advertised post applying for</b>	
<b>Reference Nr</b>	
<b>Name of Municipality</b>	
<b>Notice services period</b>	

## B PERSONAL DETAILS

<b>Surname</b>													
<b>First Names</b>													
<b>ID Nr</b>													
<b>Gender</b>	Male		Female		<b>Race</b>	African		Coloured		Indian		White	

<b>Do you have a disability?</b>	<b>YES</b>		<b>NO</b>	
<b>If Yes, elaborate.</b>				

<b>Are you a South African Citizen?</b>	<b>YES</b>		<b>NO</b>	
<b>If NO, what is your Nationality?</b>				
<b>Work Permit Nr? (If Any)</b>				

Do you hold any political office in political party, whether in a permanent, temporary or acting capacity?

YES		NO	
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Political Party															
Position					Expiry Date										

Do you hold a professional membership with any professional body? If YES provide information below.

YES		NO	
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Professional Body?															
Membership Nr.					Expiry Date										

**C CONTACT DETAILS**

Preferred Language for Correspondence?

Contact Nr during Office Hours?

Preferred method for correspondence	Mark with an "X"				
	POST		E-MAIL		FAX

Correspondence contact DETAILS (In terms of above)

**D QUALIFICATIONS (Additional information may be provided on your CV)**

Name of School/Technical College	Highest Qualification Obtained	Year Obtained	
Name of Institution	Name of Qualification	NQF Level	Year Obtained

**E WORK EXPERIENCE (Additional information may be provided on your CV)**

Employer (Starting with most recent)	Position	FROM		TO		Reason for Leaving
		MM	YY	MM	YY	

If you were previously employed in Local Government, indicate whether any condition exists that prevents your re-employment	YES		NO	
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If YES, provide the Name of the Previous employing Municipality	
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<b>F</b>	<b>DISCIPLINARY RECORD</b>
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Have you been dismissed for misconduct on or after 5 July 2011?	YES		NO	
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If YES, Name of Municipality/ Institution	
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Type of Misconduct/Transgression	
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Date of Resignation/Disciplinary case finalised?									
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Award/Sanction?	
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Did you resign from your Job on or after 5 July 2011, pending finalisation of the disciplinary proceedings?	YES		NO	
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If YES, provide details on a separate sheet.

<b>G</b>	<b>CRIMINAL RECORD</b>
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Were you convicted of a criminal offence involving financial misconduct, fraud or corruption on or after 5 July 2011? If YES, provide details on a separate sheet	YES		NO	
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If YES, type of Criminal Act?	
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Date Criminal Case Finalised?	
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Outcome/ Judgement?	
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<b>H</b>	<b>REFERENCE</b>
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Name of Referee	Relationship	Contact Nr (Office Hours)	Cellphone Nr	E-mail

<b>I</b>	<b>DECLARATION</b>
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*I hereby declare that all the information provided in this application and any attachments in support thereof is to the best of my knowledge true and correct. I understand that any misrepresentations or failure to disclose any information may lead to my disqualification or termination of my employment contract, if appointed.*

Signature		Date							
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